



## NORTHERN DISTRICTS REGIONAL

# PROFESSIONAL DEVELOPMENT AND RECOGNITION PROGRAMME

**Registered Nurse**

**COMPETENT**

**Name** \_\_\_\_\_ **Contact Number** \_\_\_\_\_ **Work Area:** \_\_\_\_\_

**Assessor (s)** \_\_\_\_\_ **Assessment Date:** \_\_\_\_\_



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## Checklist of Requirements for Submission of Competent Portfolio

- Application form completed and put in front of portfolio
- Comprehensive Performance Review /Appraisal (current within last 12 months)
- Verified record of Professional Development / Education **demonstrating learning from activity** – minimum of 60 hours within the last 3 years
- Verified record of hours of nursing practice – minimum of 450 hours within the last 3 years
- Self Review against Nursing Council of New Zealand competencies that reflect your nursing practice - signed and dated – see Appendix for guidelines. It is strongly recommended that you download further information regarding the competencies available on: [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz) “Competencies for the registered nurse scope of practice, (2007)”
- DHB Requirements
  - Compliance / Certifications – CPR (annual), Health & Safety (2 yearly), Manual Handling (2 yearly) & Restraint Minimisation (3 yearly)

**Each competency statement needs to have at least one piece of first party and one piece of third party evidence to support it**

**First Party Evidence** e.g. self review, reflective writing, case study

**Third Party Evidence** e.g. performance review, peer review, attestations

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## Confidentiality

- As a Registered Nurse you are obliged to adhere to the Health Information Privacy Code. In accordance with this, no information contained within portfolios will identify clients / consumers / whānau / communities as well as health team members / staff. Confidentiality requires not only protecting the name of individuals / groups but also their locality / specific unique situation e.g. a high profile media case which could lead to their identify / a particular community that may be identified within the context of the reflection.
- Consider professional implications before disclosing information about your practice or that of others that could be regarded as inappropriate. Please seek guidance if unsure. The portfolio is a personal document and the information it contains is private and confidential. All assessors are required to respect this expectation. However an assessor has an ethical and legal responsibility to refer any identified issue of unsafe practice to the PDRP Coordinator in the first instance who will then refer to the DONM / PNA”
- Portfolios will be held in a locked room within the organisation. In the event of portfolios being assessed outside of the organisation, all due care will be taken by the assessor to ensure confidentiality and protection of the portfolio.
- Written permission will be obtained for off site assessment on submission of the portfolio.

**Breaches of confidentiality will require a portfolio to be returned to the applicant for amendment.**

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### Definition of Competent Registered Nurse:

- Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
- Effectively applies knowledge and skills to practice
- Has consolidated nursing knowledge and skills to practice
- Has developed an holistic overview of the client
- Is confident in familiar situations
- Is able to manage and prioritise assigned client care / workload
- Demonstrates increasing efficiency and effectiveness in practice
- Is able to anticipate a likely outcome for the client with predictable health needs
- Is able to identify unpredictable situations, act appropriately and make appropriate referrals

**Referenced From:** National Professional Development & Recognition Programmes Working Party (2005) *National Framework for Nursing Professional Development & Recognition Programmes & Designated Role Titles*. Available online at <http://www.nurse.org.nz/leadership/PDRP%20Final%20National%20Document%20Dec%202005.pdf> pp11-12.

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### DOMAIN ONE: Professional Responsibility

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	Met	Not met
	1 <sup>st</sup>	3 <sup>rd</sup>			
1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.					
1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.					
1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others.					
1.4 Promotes an environment that enables client safety, independence, quality of life and health.					
1.5 Practices nursing in a manner that the client determines as being culturally safe.					

**Summary:**

**Assessor:**

**Date:**

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## DOMAIN TWO – Management of Nursing Care

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	Met	Not Met
	1 <sup>st</sup>	3 <sup>rd</sup>			
2.1 Provides planned nursing care to achieve identified outcomes.					
2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.					
2.3 Ensures documentation is accurate and maintains confidentiality of information.					
2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.					
2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.					

## DOMAIN TWO – Management of Nursing Care cont'd

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	Met	Not Met
	1 <sup>st</sup>	3 <sup>rd</sup>			
2.6 Evaluates client's progress toward expected outcomes in partnership with clients.					
2.7 Provides health education appropriate to the needs of the client within a nursing framework.					
2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.					
2.9 Maintains professional development.					

**Summary:**

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### DOMAIN THREE - Interpersonal relationships

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	Met	Not Met
	1 <sup>st</sup>	3 <sup>rd</sup>			
3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with client.					
3.2 Practices nursing in a negotiated partnership with the client where and when possible.					
3.3 Communicates effectively with clients and members of health team.					

**Summary:**

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### DOMAIN FOUR: Interprofessional health care & quality improvement

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	Met	Not Met
	1 <sup>st</sup>	3 <sup>rd</sup>			
4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.					
4.2 Recognises and values the roles and skills of all of the health care team in the delivery of care.					
4.3 Participates in quality improvement activities to monitor and improve standards of nursing.					

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**Assessor:**

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*APPENDIX 1*

### **Self Review Guidelines / Responsibilities**

- Self review is a professional responsibility. Honest assessment of your practice against Nursing Council Competencies ensures consumer safety and maintains professional credibility
  
- When undertaking self review consider: **WHAT, WHY, HOW and WHEN – provide examples** to verify your practice. Support your knowledge with **references**. There are various ways that a self review can be written eg a single review against each competency, reflective writing that focus on components of your nursing practice but are inclusive of the competencies.
  
- Reflect on your strengths and areas that you see as needing to be developed
  
- Use proactive statements when describing your professional growth and identifying opportunities for professional development/information sharing
  
- Consider your performance over the whole time under review (within the previous 3 years) and acknowledge your successes and achievements

**Reference:**

Ministry of Health (2002). Toward Clinical Excellence. An introduction to clinical audit, peer review and other clinical practice Improvement activities. Wellington: New Zealand. This document is available on the M.O.H. website: <http://www.moh.govt.nz>

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